



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>LIEUTENANT COLONEL, NEVADA HIGHWAY PATROL</b>	<b>47*</b>	<b>A</b>	<b>11.105</b>

Under administrative direction of the Chief, Nevada Highway Patrol (NHP), act as executive officer for NHP Headquarters staff by directing, supervising and ensuring coordination of their work in support of field operations; evaluate the performance of the Field Operations and Support Service Commanders in conjunction with the Chief; represent the Chief and ensure implementation of the Chief's decisions; and assume command of the NHP as requested.

Assist the Chief in coordinating and directing the activities of the NHP by formulating policies and procedures, evaluating and determining program goals and operational activities, developing plans and procedures to increase the effectiveness of programs, and ensuring that all actions taken by staff members comply with federal and State laws and regulations, departmental policies and procedures. This managerial duty is performed by applying knowledge of the department's rules and regulations, law enforcement and management principles and practices, and by considering a broad spectrum of factors including public relations, legislative relations, public policy, and the effect on the Division as a whole.

Assist the Chief in determining overall organizational structure of the department, work operations, work methods and procedures, work flow and necessary adjustments to reflect changes in objectives, operations, and relationships; review work in terms of accomplishment of program objectives, personally reviewing unusually difficult or important items; study work and progress reports prepared by Majors and other NHP staff.

Oversee the development of NHP goals, objectives, long range plans, and programs to ensure the mission is appropriately defined, communicated, and accomplished. This duty requires taking into consideration identified areas of law enforcement problems or concerns, projected trends relative to the NHP's mission, impact statements affecting all division resources, budget restraints, political factors, and established laws.

Direct the use of human resources by means of current personnel practices consistent with the Nevada Administrative Code; ensure that all personnel are appropriately selected, trained, equipped and motivated to perform their assigned duties; take appropriate actions to reinforce desirable performance and correct deficiencies.

Represent the NHP before various public and civic groups through active participation in community affairs, establishing and maintaining membership or liaison with appropriate clubs and organizations; serve as the State's representative to various international, national and state law enforcement organizations.

Participate in the division's development of legislative proposals and the preparation of impact statements and justifications; develop legislative requests based on needs identified by evaluation of regional activities; as directed, represent NHP before the department Director and legislative committees.

May assume field command of emergency operations resulting from disasters, particularly those of unusual sensitivity and/or potential impact on the division; perform the statutory duties of a law enforcement officer

**\* Reflects a 1-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.**

of the NHP as required, including but not limited to traffic enforcement, arresting individuals, investigating traffic accidents, assisting the motoring public, and testifying in courts of law.

This position's duties are performed on behalf of the Chief. Successful performance requires a thorough understanding of and ability to implement the Chief's vision, goals and objectives for the division. Review of work includes periodic discussion and inspection of selected goals, plans, and activities, and observation of the Division's results with respect to effective, efficient goal attainment.

Perform related duties as assigned.

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### MINIMUM QUALIFICATIONS

#### **SPECIAL NOTES AND REQUIREMENTS:**

- \* Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening test for controlled substances.
- \* Applicants must meet current Peace Officer Standards & Training (P.O.S.T.) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- \* Applicants must possess a valid driver's license at the time of appointment.

**EDUCATION AND EXPERIENCE:** Graduation from an accredited college or university in criminal justice, public administration, business administration or other closely related field and one year of law enforcement experience at a command level equal to the rank of Major or Deputy Chief; **OR** graduation from high school or equivalent education and three years of law enforcement experience at a command level equal to the rank of Major or Deputy Chief. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Knowledge of:** the State and legislative budget process; law enforcement, legal processes, budgeting, planning, personnel management and organization methods; accident investigation and the application of traffic laws. **Ability to:** develop and track progress toward goals, objectives and programs of a law enforcement agency's mission; interpret laws, rules and regulations to achieve the mandate of the Highway Patrol; supervise subordinates effectively and efficiently; analyze situations rapidly and accurately and respond appropriately; communicate effectively orally and in writing.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Knowledge of:** State and federal law enforcement standards and reporting systems with respect to traffic management; all laws pertaining to criminal justice including arrests, evidence, legal rights of citizens and court procedures as appropriate to Nevada; commercial vehicle enforcement, licensing and taxing within the State as well as the State and federal rules and regulations involving the transportation of hazardous materials. **Ability to:** act on behalf of the Chief in planning, organizing, directing and controlling a Statewide law enforcement agency.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.105

ESTABLISHED: 9/18/95UC  
REVISED: 3/29/01UC  
REVISED: 7/1/01LG